

# **Public Safety Communications Board**

**Leon County  
City of Tallahassee  
Leon County Sheriff  
Tallahassee Fire Department  
Tallahassee Police Department  
Leon County Emergency Medical Service**

**The ADDITIONAL ATTACHMENTS for  
August 17, 2009**

**Additional Attachments: Item #4**


**Approval of the Recommendation for the  
Construction Manager for the Public Safety  
Complex**

# **PUBLIC SAFETY COMMUNICATIONS BOARD**

## **MEMORANDUM**

**DATE:** August 10, 2009

**TO:** Members of the Public Safety Communications Board (PSCB):  
Larry Campbell, Sheriff  
Anita Favors Thompson, City Manager  
Dennis Jones, Police Chief  
Cindy Dick, Fire Chief  
Tom Quillan, EMS Chief

**FROM:** Parwez Alam, County Administrator, PSCB Chairman 

**SUBJECT:** August 17, 2009 Meeting Item #4: Approval of the Recommendation for the Construction Manager for the Public Safety Complex

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Please find attached a memorandum from the County Attorney regarding the RFP for the Construction Management Services for the Public Safety Complex. The County Attorney has reviewed the RFP and for reasons set forth in the memorandum states that the RFP selection process used is not in compliance with FL Statutes. As reflected in his memorandum (page 3 of 3), the County Attorney states, "...in order to avoid the expense and delay inherent in a bid protest, we advise that the RFP be terminated before proceeding any further."

As such, I would like to discuss our next steps at the August 17, 2009 meeting.

**CC:** Keith Roberts, Purchasing Director


Evaluation Selection Committee:  
Scott Bakotic, Major  
Rick Fernandez, Assistant City Manager  
Gabe Menendez, Public Works Director  
Vincent S. Long, Deputy County Administrator  
Alan Rosenzweig, Assistant County Administrator

Attachment: August 6, 2009 Memorandum from the County Attorney

# BOARD OF COUNTY COMMISSIONERS

## INTER-OFFICE MEMORANDUM

To: Parwez Alam  
County Administrator

From: Herbert W. A. Thiele, Esq.   
County Attorney

Date: August 6, 2009

Subject: Public Safety Complex  
RFP for Construction Management Services  
Proposal Number BC-06-05-09-36

This memorandum responds to your request for our office to review the referenced Request for Proposals for Construction Management Services ("RFP") for the proposed Public Safety Complex ("PSC") and to provide an opinion as to its compliance with the applicable Florida Statutes. It is our understanding that the RFP Evaluation Committee, using the selection process set forth in the RFP, has determined the most highly qualified firms to be recommended in order of preference to the Public Safety Communications Board ("PSCB") and to the City and County Commissions, and that a competitive negotiation process will be thereafter used to negotiate a contract. For the reasons set forth below, it is our opinion that the RFP selection process used by the Evaluation Committee is not in compliance with Fla. Stat. §255.20(1)(d)3. and, as such, any bid protest or other such challenge would likely be successful. Accordingly, in order to avoid the expense and delay inherent in a bid protest, we advise that the RFP be terminated before proceeding any further.

### The RFP:

The RFP for the PSC was issued jointly by the County and the City utilizing the County's purchasing policy and guidelines. It is our understanding that, in developing the RFP, staff intended for it to be issued in accordance with the guidelines set forth in Fla. Stat. §255.20. The portions of the RFP which are relevant to this discussion are attached (Attachment #1).

In paragraph IV.G. of the RFP (Attachment #1, Page 2 of 4), it is required that a Fee Schedule be provided in a separate sealed envelope as one of the items to be included in response to the RFP. The Fee Schedule includes compensation to be paid under the contract and was considered only during Phase II of the selection process during formal interviews with the short-listed firms selected in Phase I. It is our understanding that, based on the results of the formal interviews, the Evaluation Committee has selected the firms that it will recommend, in order of preference, to the PSCB and to the County and City Commissions. Upon the decision by the County and City Commissions of the most qualified firm, a competitive negotiation process, as outlined in

Paragraph V. B.-F. (Attachment #1, Page 3 of 4), will be utilized to negotiate the contract for Construction Manager Services.

**The Relevant Statutory Law:**

The RFP was intended to comply with the guidelines of Fla. Stat. §255.20, Local Bids and Contracts for Public Construction Works, which requires a county or municipality seeking to construct a public building to competitively award the contract for construction of such project. As used in this section, competitively award means, “. . . to award contracts based on the submission of sealed bids, *proposals submitted in response to a request for proposal*, proposals submitted in response to a request for qualifications, or proposals submitted for competitive negotiation.” (emphasis added). In addition, this section also expressly allows contracts for construction management services.

Although a request for proposal process is allowable under the statute, there are restrictions on the selection process. If, for example, the project is subject to competitive negotiations, as is the case with this RFP, §255.20(1)(d)3. requires that the contract be awarded in accordance with Fla. Stat. §287.055, Consultants' Competitive Negotiation Act (“CCNA”). Therefore, although staff intended for the RFP to follow the guidelines of §255.20, the selection process utilized in the RFP requires that it also comply with the requirements of the CCNA.

The CCNA provides for a competitive selection process similar to that used in the RFP, with one major difference: §287.055(4)(b) allows for an agency to, “. . . request, accept, and consider proposals for the compensation to be paid under the contract *only* during competitive negotiations under subsection (5).” (emphasis added) The competitive negotiations under subsection (5) of the CCNA are essentially identical to those in paragraph V. of the RFP (Attachment #1, Page 3 of 4). Therefore, in order for the RFP to comply with the CCNA, the consideration of any proposals for compensation would have to wait until the competitive negotiation process begins after the County and City Commissions decide which firm is the most qualified.

Unfortunately, the Evaluation Committee already considered such proposals for compensation when it reviewed the Fee Schedules of the short-listed firms during the formal interviews in Phase II of the selection process. In fact, according to the evaluation criteria in the RFP (Attachment #1, Page 4 of 4) the information contained in the Fee Schedules was worth up to 35 points of the total 100 points available in the Phase II evaluation.

**Summary:**

In accordance with Fla. Stat. §255.20(1)(d)3., the contract for the Construction Manager Services for the PSC was required to be awarded in accordance with the CCNA because it was subject to competitive negotiations as outlined in paragraph V. of the RFP (Attachment #1, Page 3 of 4). The RFP does not comply with the CCNA because, by considering the Fee Schedules in Phase II of the selection process, it allowed for the consideration of proposals for compensation prior to the competitive negotiation process. Any bid protest or other challenge to the RFP, therefore,

Parwez Alam, County Administrator  
August 6, 2009  
Page 3 of 3

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would likely be successful. Accordingly, in order to avoid the expense and delay inherent in a bid protest, we advise that the RFP be terminated before proceeding any further.

Should you have any questions or require any further assistance with regard to this matter, please contact our office.

HWAT/DJR:dr

cc: Alan Rosenzweig, Assistant County Administrator  
Keith Roberts, Purchasing Director

Attachment: Relevant Excerpts of the RFP

RFP Title: Request for Proposals for Construction Management Services for the Public Safety  
 Complex; Project No. 096061.01  
 Proposal Number: BC-06-05-09-36  
 Opening Date: Friday, June 5, 2009 at 2:00 PM

- 10.3 The CM shall prepare, process and track all PCOs and maintain a log of each and its status, relation to RFIs if any, and incorporation into Change Orders or Contingency Authorizations.
- 10.4 The CM shall produce, track, and log other written documents for the project as necessary. These may include clarifications, memorandum, Preliminary Notices, directives, etc. which are not generated by other forms of documents, such as trade contractor generated RFIs.
- 10.5 The CM shall maintain a comprehensive and organized file of photographs, filed by event, date, or problem, relationship to problem or RFI, etc. in such a manner as to facilitate ease of recovery after project completion.
- 10.6 The CM shall deliver all records, logs, photographs and documents in an organized format to the Owners at the completion of the project.

#### C. FEES

1. Phase I - Pre-Construction Management Services Fee in a lump sum amount, for all tasks from the schematic design up to and including the bidding activities for the Project as set forth more specifically in Article 9, Section I of the draft agreement. The Phase I - Pre-Construction Management Services Fee shall not be included in the Guaranteed Maximum Price (GMP).
2. Phase II - Construction Management Services Fees, Overhead and Profit Fees, and Cost of Projects as outlined in Article 9 of the draft agreement shall be developed and contained in the Guaranteed Maximum Price for the project.

#### IV. PREPARATION OF PROPOSAL & REQUIRED CONTENT

Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size.

All submittals shall contain the following elements, and in the order given:

##### A. Cover Letter with the following information:

1. Name and Mailing Address of Firm (include physical location if mailing address is a PO Box); Contact Person, Telephone Number and Fax Number; and
2. A statement that the submitting firm will perform the services as described in the Scope of Work.

##### B. Confidentiality: All submittals will be considered public information and, subsequent to award of this RFP, all or part of any submittal will be released to any person or firm who requests it. Proposers shall specify in their Cover Letter if they desire that any portion of their submittal be treated as proprietary and not to be released as public information. However, proposers should be aware that all such requests may be subject to legal review and challenge.

##### C. Signatory Requirements: The Cover Letter must be signed by an officer empowered by the CM to sign such material and thereby commit the CM to the obligations contained in the RFP response. Further, the signing and submission of a response shall indicate the intention of the vendor to adhere to the provisions described in this RFP and a commitment to enter a binding contract. As such, submittals which are signed:

1. For a partnership, shall be signed in the firm name by a partner or the Attorney-In-Fact. If signed by the Attorney-In-Fact, there shall be attached to the proposal a Power-Of-Attorney evidencing authority to sign proposals, dated the same date as the proposal and executed by all partners of the firm; OR

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2. For a corporation, shall have the correct corporate name thereon and the actual signature of the authorized officer of the corporation written (not typed) below the corporate name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer; OR
  3. By an individual doing business under a firm name, shall be signed in the name of the individual doing business under the proper firm name and style.
- D. Firm's Organization Chart designating specific individuals proposed to be assigned to the project and their percentage of time to be dedicated to this location.
- E. Background & Experience of Firm – Provide a narrative containing the following information:
1. Qualifying background and experience of firm with public or government projects similar to this project.
  2. Firm size, current workload and ability to perform based on current projects. Provide sufficient evidence of capacity to manage this project along with other current and future work, e.g., full-time professional and technical staff in the managing office, support from other offices and staff, etc.
  3. References for the firm. Preferred are references for projects which used the team being proposed, or at least key members of the team. Please provide a minimum of three references for construction management services provided. It is the proposer's responsibility to provide accurate contact information including, but not limited to, company name, contact person, telephone and fax numbers, and e-mail address if available. Any reference that cannot be reached due to faulty contact information provided will result in a reduction in reference points during evaluation.
- F. Background and Qualifications of Supervisory Team Members including, but not limited to, Project Manager, Superintendent, Estimator, Scheduler, and the Project Engineer, to be assigned to Project - At a minimum, provide the following information.
1. Name of individual, history with firm, work history on similar type projects, professional licenses and/or certifications, related training classes, etc.
  2. Resume for each individual proposed.
  3. References for all supervisory team members to be assigned to this project. Please provide a minimum of three references for each person. It is the proposer's responsibility to provide accurate contact information including, but not limited to, company name, contact person, telephone and fax numbers, and e-mail address if available. Any reference that cannot be reached due to faulty contact information provided will result in a reduction in reference points during evaluation.

**G. Fee Schedule**

Provide in a SEPARATE SEALED ENVELOPE (not to be opened until Phase II of the Evaluation Process) fees as follows:

1. A complete fee schedule for the Phase I - Pre-Construction Management Services as outlined herein.
2. The Profit and Overhead Percentage to be applied to the Total Construction Fee as shown in Exhibit E of the draft agreement.
3. The actual hourly rate of each team member as defined in Article 9, Paragraph B of the draft agreement to be deployed on the project as a component of the Construction Services Fee in conjunction with audited fringe benefit itemization.

**G. Construction Manager's Licensing Requirements**

1. CM shall possess appropriate licensing as required by Florida statutes which mandate specific licensing for contractors engaged in the type of work covered by this



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solicitation. Further, CM shall meet all requirements of the State of Florida, Department of Business and Professional Regulation, Construction Industries Licensing Board and licensure and/or registration requirements of other federal, state, regional, County or municipal agencies having jurisdiction over the specified construction work.

2. Said licenses shall be in the Bidder's name as it appears on the Proposal Form. Respondent shall supply appropriate license numbers with expiration dates as a part of their proposal and complete the Contractors Business License information sheet enclosed. Failure to possess and provide proof of proper licensing, certification, and/or registration may be grounds for rejection of the bid.
3. Respondent shall provide copies of all applicable licenses with their proposal.
4. Trade contractors contracted by the CM shall be licensed in their respective fields to obtain construction permits from the City of Tallahassee. All licenses must be in the name of the trade contractor. It shall be the responsibility of the CM to enforce this provision. The Owners reserve the right to inspect all licenses at any time and may find the Construction Manager in default should appropriate documentation or licenses not be produced.

H. Other Required Forms. Provide participation information and acknowledgment of the Leon County Minority/Women Business Enterprise and Equal Employment Policies (forms attached); Contractors Business Information Form, Certification Regarding Debarment, Suspension, And Other Responsibility Matters; Insurance Certification Forms; and Affidavit on Immigrations Laws.

#### V. SELECTION PROCESS

A. The Owners shall appoint an Evaluation Committee composed of three to seven members who will review all proposals received on time, and in the Phase I Evaluation Process select one or more firms for interview based on the responses of each proposer. Phase II shall be formal interviews with the short listed firms. All meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted in the Leon County Purchasing Division Offices no less than 72 hours (excluding weekends and holidays) and all respondents to the solicitation shall be notified by facsimile or telephone.

- B. The Evaluation Committee will recommend to the Public Safety Communications Board (PSCB) and the City and County Commissions in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The Owners will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the Owners determine is fair, competitive, and reasonable for said services.
- D. Should the Owners be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The Owners shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the Owners shall terminate negotiations. The Owners' representative(s) shall then undertake negotiations with the third most qualified firm.
- E. Should the Owners be unable to negotiate a satisfactory contract with any of the selected firms, the Owners shall select additional firms to continue negotiations.
- F. The following evaluation criteria and rating schedule will be used to determine the most highly qualified firm(s). Phase I evaluation will be based upon the response to this request for proposals and will result in a short list of qualified construction management firms. The short listed firms will then be instructed to address the Phase II criteria in writing and in formal presentation/interviews.

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Phase I Evaluation Criteria	Maximum Points Possible
Background and experience of firm, including similar public and government projects	20
Background and qualifications of individual team members assigned to the project; including supervisory and support personnel	20
Capacity to perform as evidenced by the firm size and current workload	10
Demonstrated expertise and capability of proposed team, including experience on similar projects and ability to achieve project schedule, costs and quality objectives	30
Reference Checks	5
Minority Business Enterprise Participation	10
Local Preference	5
<b>Phase I Possible Points:</b>	<b>100</b>

Phase II Evaluation Criteria	Maximum Points Possible
Understanding of Project	15
Approach and Methods Construction Manager will deploy	35
Cost (Pre-construction Phase 1, OH&P, Staff Cost)	35
Minority Business Enterprise	10
Local Preference	5
<b>Phase II Possible Points</b>	<b>100</b>

**Total Possible Points: 200**

## VII. INDEMNIFICATIONS:

The CM agrees to indemnify and hold harmless the City of Tallahassee, Leon County, Florida, their officials, officers and employees, from and against any and all liabilities, damages, losses and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CM and persons employed or utilized by the Contractor in the performance of this agreement.

The Owners, at their sole option, defend themselves or required the CM to provide the defense. The CM acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the CM constitutes sufficient consideration for the CM's indemnification of the Owners, their officials, officers and employees.

It is understood that the CM's responsibility to indemnify and defend the Owners, their officials, officers and employees is limited to the CM's proportionate share of liability caused by the negligent acts or omissions of the CM, its delegates, agents or employees.

**Watts Williams, Leann**

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**From:** English, Jim  
**Sent:** Thursday, August 13, 2009 11:43 AM  
**To:** Favors Thompson, Anita  
**Cc:** Fernandez, Rick  
**Subject:** Public Safety Communications Building CM Procurement Process

Following up on our discussion and pursuant to your request I wanted to follow-up and provide you additional information. As you are aware the procurement process for the selection of the Construction Manager for the subject building has been conducted by county procurement staff and using the county procurement policies. On Friday July 31st I received a call from an attorney representing Ajax construction. The caller was inquiring as to whether the ranking/selection had been posted and whether any grievances/bid protest had been filed. When I indicated that the county was handling the matter the caller indicated that he had not at that point not been able to get the information from the county. I advised that we would attempt to get this information.

I asked Pat Hurley if he would contact the County Attorneys office to get this information and on Monday, Dan Riggo of the County attorneys office responded and advised that the County Attorneys office was in receipt of written communication from counsel for the second ranked firm and that they were evaluating the process to determine if it was conducted in a manner consistent with the Florida Statutes. Later in the week Dan advised Pat that the County Attorney's office had determined that a protest against the bid award would likely be successful and that they would recommend a re-bid.

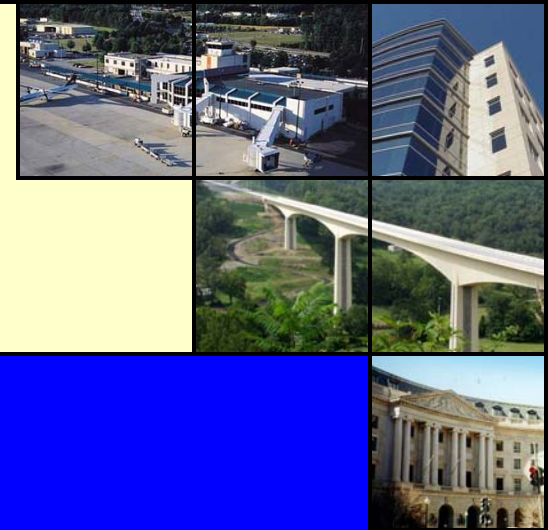
In their discussions Pat indicated that we have successfully used the approach which is now being challenged and do not necessarily agree with the determination that the process was flawed. He did agree that since the process used county procedures and was being conducted by county staff that the County Attorney should make whatever analysis and recommendations were necessary. Additionally we agree that a re-bid is clearly permissible and essentially not legally challengeable and in the case of our own projects have on occasion recommended this approach where the cost and time delays involved in protest/legal challenges could be substantial.

I will be glad to follow up with you on Monday if you have any other questions, or I will be available by phone in the interim.

James R. English  
City Attorney  
City of Tallahassee  
300 South Adams Street, Box A-5  
Tallahassee, FL 32301  
Phone: (850) 891-8554  
Fax: (850) 891-8973  
E-Mail: [jim.english@talgov.com](mailto:jim.english@talgov.com)

**Additional Attachments: Item #5**

**Approval of the Public Safety Complex's Owner's  
Requirements, Program Schedule, and Program  
Budget as prepared by URS**



Phase 1 Update  
Leon County/City of Tallahassee

# Public Safety Complex

Presentation to the  
Public Safety Communications Board  
City of Tallahassee/Leon County, Florida  
August 17, 2009

**URS**



# Agenda

- ☐ Program Review
- ☐ Conceptual Design
- ☐ Construction Cost Estimate
- ☐ Project Budget
- ☐ Project Schedule
- ☐ Project Team
- ☐ Questions & Discussion



# Program Review



## Program Scope

- Provide a joint use facility for receipt and dispatch of all calls for law enforcement, fire, and emergency medical services (EMS).
- Provide a state-of-the-art Emergency Operations Center that will facilitate response, coordination and recovery actions during and after a major emergency situation.
- The EOC, Joint Dispatch Center, Regional Transportation Management Center and critical support functions will be located in a survivable, resilient facility conforming to all state and local standards.
- Serve as a Regional Traffic Management Center and provide support for other Regional Transportation Management activities.
- Include administrative and management spaces for the Tallahassee Fire Department
- Provide management, administrative, storage and logistical support spaces for Emergency Medical Services

# Program Review

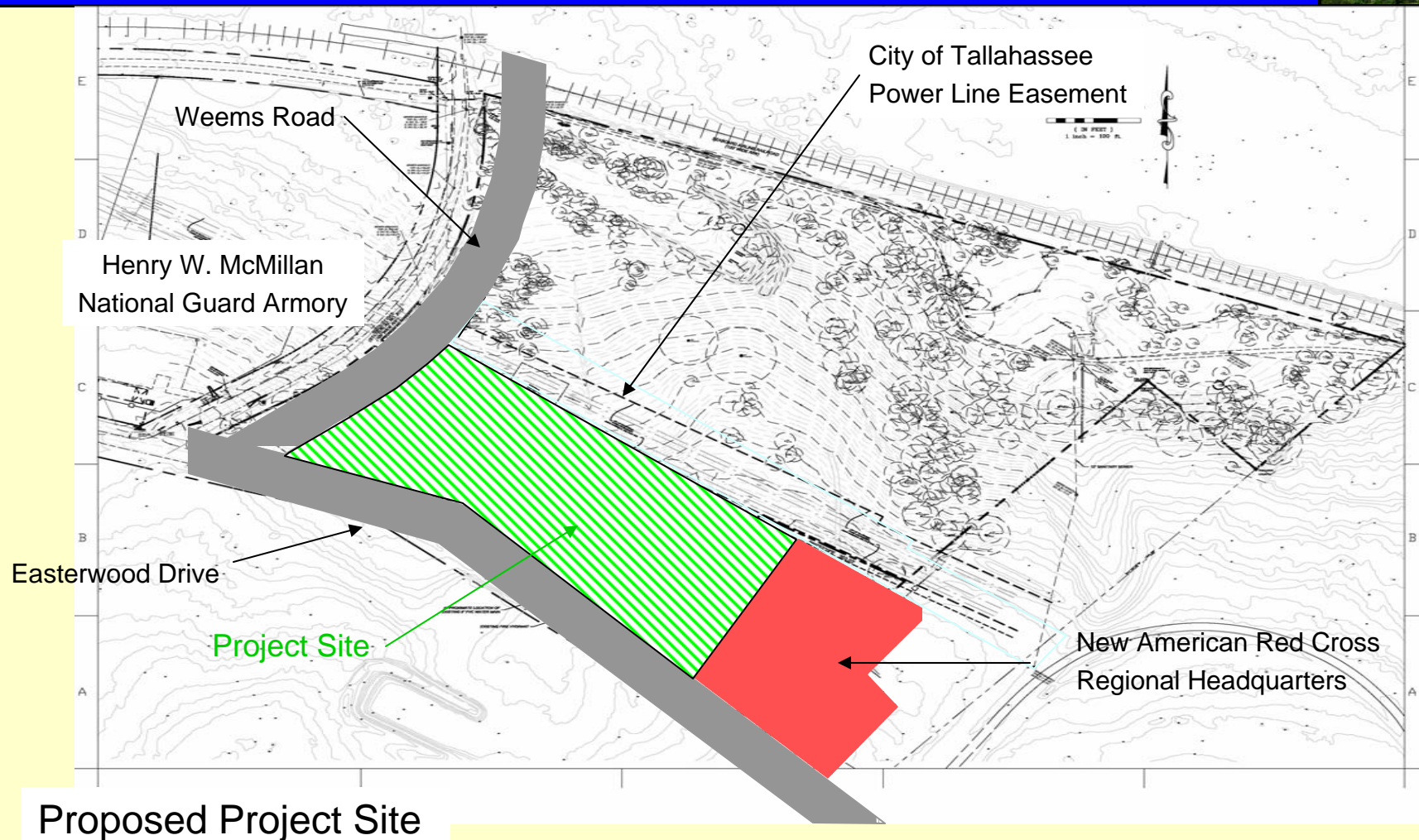


## User Groups

- Leon County Sheriff's Office
- City of Tallahassee Police Department
- City of Tallahassee Fire Department
- Leon County Emergency Operations Management
- City of Tallahassee Regional Transportation Management
- Leon County Emergency Medical Services



# Program Review



# Program Review



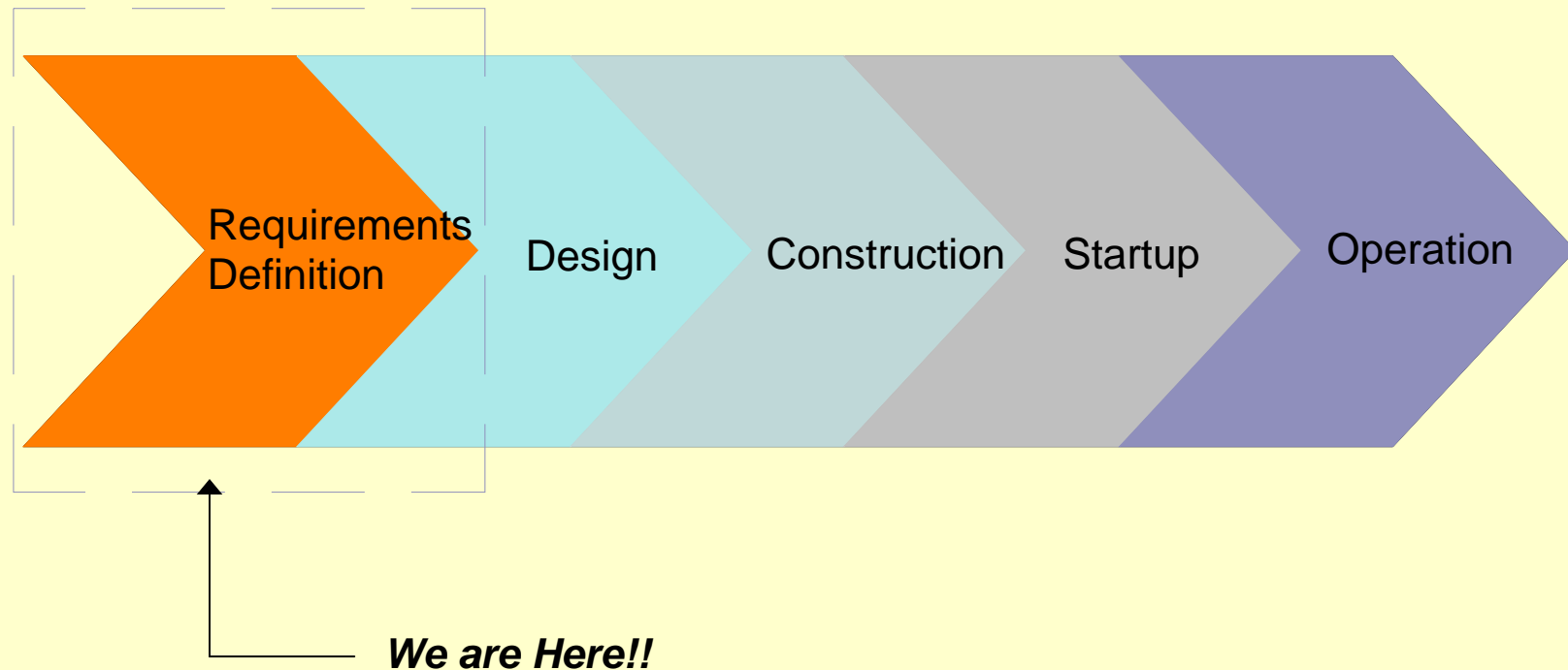
## Accomplishments

- Procured A/E firm for project design – contract negotiation ongoing.
- Solicited and evaluated CM firms for project construction.
- Completed “Project Requirements” document – the foundation of the project design.
- Developed conceptual construction cost estimate and overall project budget.
- Established overall program schedule.

# Program Review



## Typical Project Development Process

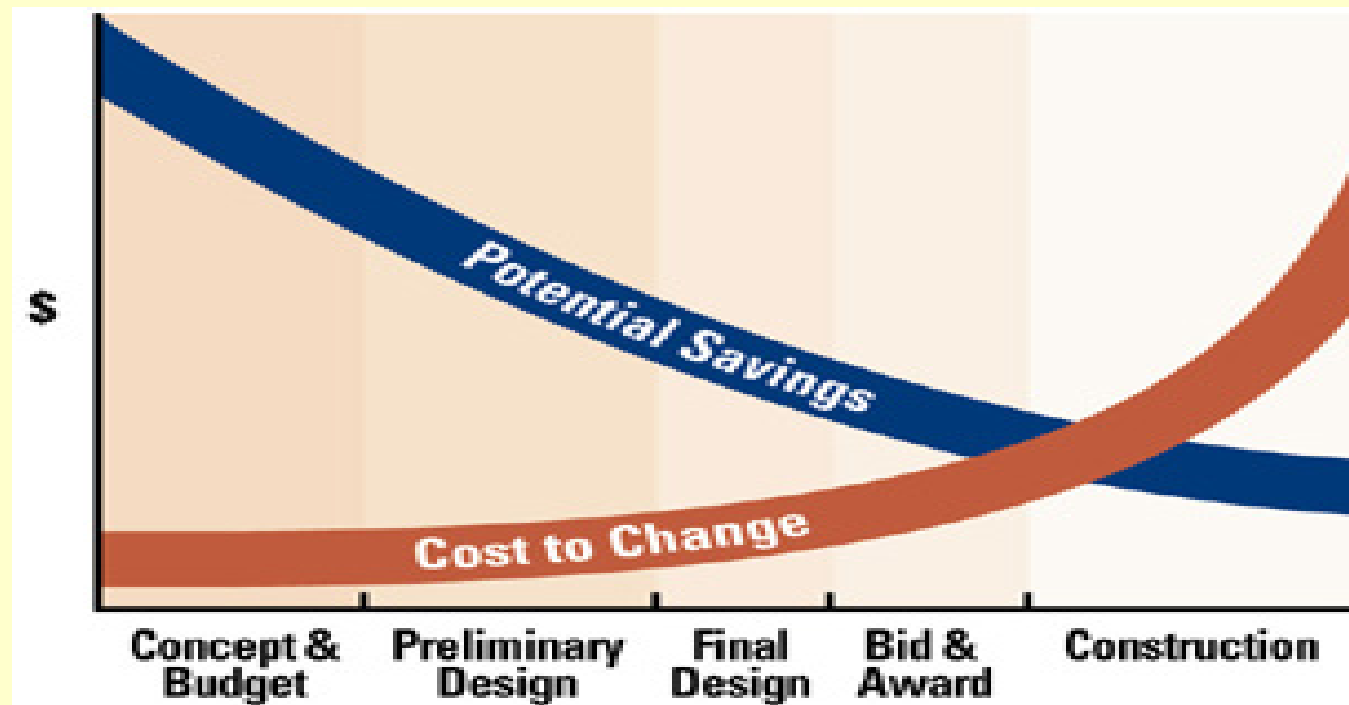


**URS**

# Program Review



Why is this important??



**URS**

# Program Review



*Stated Another Way.....*



"We've decided to add forty floors."

*.....Design What the  
Customer Wants!!!*

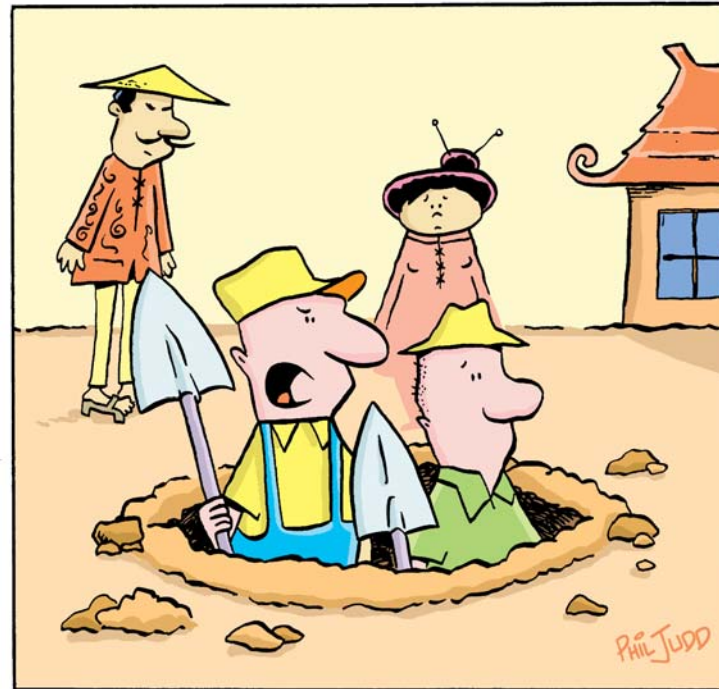
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# Program Review



*And.....*



"I think this is deep enough for the foundations!"

*.....build only what you need!!!!*

**URS**

# Requirements Phase



## Objectives

- Familiarization with user group operational requirements
- Identify user group functional and spatial relationships and requirements
- Document space requirements for each user group
- Share spaces where possible
- Establish appropriate design and construction standards
- Building system concepts

## Products and Deliverables

- “Requirements Document” that will provide guidance and direction to the A/E design team.
- Conceptual Construction Cost Estimate

# Requirements Phase



## Process

- Gather data thru interviews with user groups; 3/26 thru 6/12.
- Identify and describe spaces required by each User Group.
- Develop Relationship Diagrams (“Bubble-Diagrams”) to illustrate spatial relationships
- Identify detail functional requirements for each space.
- Requirements Document = space requirements + functional requirements



# Requirements Phase



## Considerations

- Space requirements and adjacencies
- Shared spaces where possible
- Security and Resiliency
- Flexibility to reconfigure interior spaces with minimal disruption and cost.
- Expandability within security and site constraints
- Operability and Maintainability

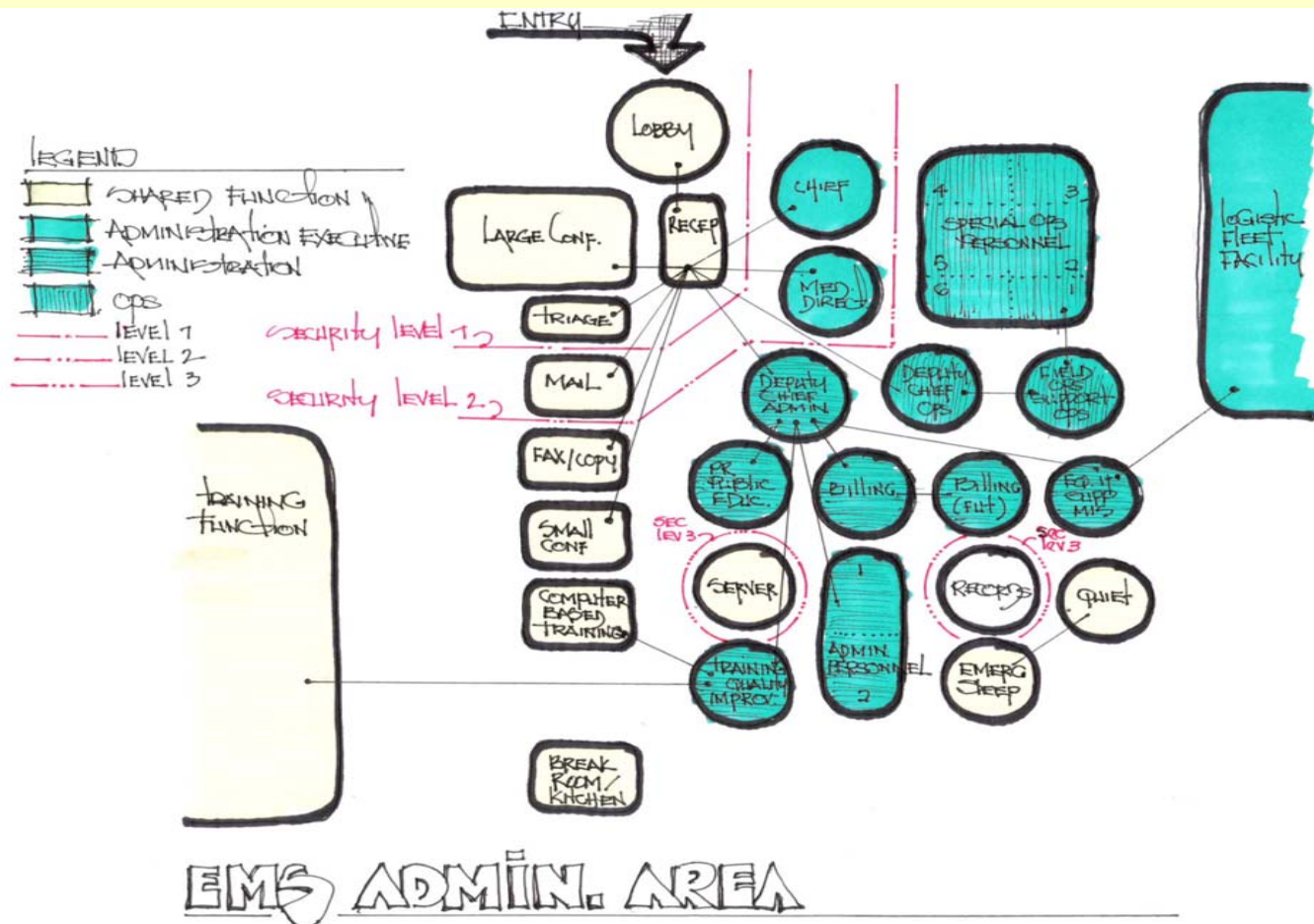
# Requirements Phase



## Establish design and construction standards:

- All areas
  - 2007 Florida Building Code
  - American Society of Civil Engineers (ASCE) Standard 7-05
- Joint Dispatch Center, EOC and TMC
  - ICC-500: International Code Council & National Storm Shelter Association
  - ARC 4496: American Red Cross *Standards for Hurricane Evacuation Shelter Selection*
  - UFC 4-010-01: Unified Facilities Criteria *DoD Minimum Antiterrorism Standards for Buildings*
  - UFC 4-023-03: Unified Facilities Criteria *Design of Buildings to Resist Progressive Collapse*
  - United States Air Force *Installation Force Protection Guide*

# Requirements Phase



Bubble Diagrams illustrate spatial relationships and grouping

# Requirements Phase



Public Safety Complex Detailed Space Requirements Leon County Emergency Medical Services (EMS)			
<b>Electrical - Power</b> Is this a critical function/operation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is special power & circuitry required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Describe requirement: Dedicated 20 Amp Circuit Emergency Generator Emergency UPS 220-240 Volt Circuits Other What is back up power used for?  Additional Comments:			
<b>Public Safety Complex Detailed Space Requirements Leon County Emergency Medical Services (EMS)</b>			
<b>General Information</b> Space Number: <b>6.02</b> Space Name: Reception Area Quantity: 1 Normal Space Function: reception/administration assistant space Occupant Title/Name: Administrative Associate Normal Occupant Count @ Substantial Completion: 1 Planned Growth: Occupant Count @: 5 Yrs Not Applicable 10 Yrs Not Applicable 20 Yrs Not Applicable Functional Space Area: (Excludes circulation/mech/special equipment etc.) 80 sq. ft. Hours of Occupancy/Shift Time: Administration Staff Shift: M-F: 8-5 Operations Staff Shift: 7/24 Emergency Activation Space Function: reception/administration assistant space Emergency Activation Occupant Count: 1 Additional Comments: To be a closed area with window and communications means to someone in EMS all the time (24/7)	<b>Architectural Space Requirements :</b> <b>Adjacency/Proximity Requirements</b> Visual connection to: Public lobby entrance and waiting area. Direct Access to: Public lobby, conference room, triage, central mail, copy and print room, computer based training room Primary workflow adjacency: To be adjacent to public lobby area. Have ability to communicate to EMS office area at all times through telecommunications means and paging system. Secondary workflow adjacency: Please advise Primary Emergency Activation Adjacency: Please advise Secondary Emergency Activation Adjacency: Please advise Additional Comments: Please advise	<b>Architectural Space Requirements Continued:</b> <b>Space Finishes</b> Flooring <input checked="" type="checkbox"/> Carpet <input type="checkbox"/> VCT <input type="checkbox"/> Other Ceiling <input checked="" type="checkbox"/> Lay-in <input type="checkbox"/> Hard Surface <input type="checkbox"/> Other Wall Base <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Other Doors <input checked="" type="checkbox"/> Flush <input type="checkbox"/> Overhead <input type="checkbox"/> Other Walls <input checked="" type="checkbox"/> Paint <input type="checkbox"/> Acoustic <input type="checkbox"/> Other Raised floor <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Optional <input type="checkbox"/> No Additional Comments: Provide mortise "office type" lockset with lever handles for ADA compliance. <b>Acoustics</b> <input checked="" type="checkbox"/> Acoustic Consideration <input checked="" type="checkbox"/> Acoustic Separation from Adjoining Spaces <input checked="" type="checkbox"/> Reduced Background <b>Structural Space Requirements :</b> <b>Space Requirements</b> <input checked="" type="checkbox"/> Building Code Compliance <input type="checkbox"/> Storm Shelter Construction <input type="checkbox"/> Blast-Resistant Construction <b>Mechanical Space Requirements :</b> <b>HVAC</b> <input checked="" type="checkbox"/> Heating (69-78) <input checked="" type="checkbox"/> Humidity (40-60%) <input checked="" type="checkbox"/> A/C (68-78) <input checked="" type="checkbox"/> Particulate Filtration <input checked="" type="checkbox"/> Ventilation (ASHRAE 6.21-2004) <b>Specific Requirements:</b> Code Compliant HVAC office design. Apply sustainable design and incorporate energy-efficient criteria consistent with the Energy Star program and Energy Policy Act. Provide MERV13 particulate filtration.	<b>Mechanical Space Requirements Continued :</b> <b>HVAC Continued</b> <input type="checkbox"/> Bio Hazard Filtration <input type="checkbox"/> Zone Controlled <input type="checkbox"/> Fresh Air Intake/Air Recirc. <input checked="" type="checkbox"/> Individually Controlled <b>Specific Requirements:</b> Provide room thermostat. <b>Plumbing:</b> <input type="checkbox"/> Lavatory Sink/Faucet <input type="checkbox"/> Shower/shower head <input type="checkbox"/> Kitchen Sink/Faucet <input type="checkbox"/> ADA shower <input type="checkbox"/> Floor Sink <input type="checkbox"/> Decon Shower <input type="checkbox"/> ADA faucet <input type="checkbox"/> Emergency Eyewash <input type="checkbox"/> Urinal <input type="checkbox"/> E.W.C. <input type="checkbox"/> Water closet Additional Comments: Not applicable. <b>Electrical - Lighting</b> <input checked="" type="checkbox"/> Direct <input checked="" type="checkbox"/> Natural (daylight) <input type="checkbox"/> Indirect <input type="checkbox"/> Variable Level <b>Specific Requirements:</b> Consider Direct/Indirect pendant mounted light fixtures w/ fluorescent tubes. Consider 2x2 parabolic cell direct fluorescent fixtures as value engineering option. Provide three-way switching for optional lighting levels. <b>Level Standard (ft)</b> <input checked="" type="checkbox"/> General <input type="checkbox"/> Overall <input checked="" type="checkbox"/> Task <input type="checkbox"/> Other <b>Specific Requirements:</b>

Functional Requirements are detailed for each space

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# Requirements Phase



**EMS Administration: Space Allocation Table**

<b><u>Const. Category/Space</u></b>		<b><u>Space Allocated</u></b>	
Code Compliant Rooms		0	NSF
Cat 3 Hurricane Compliant Rooms			
	Private Offices (6)	820	NSF
	Open Office Areas (3)	264	NSF
	Open Admin/Workstations(2)	896	NSF
	Lab Area	100	NSF
	Medical Records Storage Room	160	NSF
	File/Copy/Mail Room	100	NSF
	EMS/ECC Office	256	NSF
	Training Classroom Storage	300	NSF
	Computer Based Training Room	180	NSF
	Triage	100	NSF
	EMS Quiet Room	150	NSF
	EMS Emergency Sleep Area	180	NSF
ICC-500 Storm Shelter Const		0	NSF
Blast Resistant Construction		0	NSF
TOTAL		3,506	NSF

Detailed tabulation of each User's space requirements

# Requirements Phase



## Net Space Allocation

Component	Leon County	Tallahassee	Other
Information Technology	2,777	2,777	
Support Spaces	10,469	10,469	
EOC	2,594		
Joint 911 Dispatch	4,245	4,245	
Regional Trans. Mgmt. Center		3,080	
EMS Main Admin	3,506		
EMS Fleet Bldg			14,312
Fire Dept. Admin		2,718	
SUBTOTAL	23,591	23,289	14,312
TOTAL	61,191		

All numbers are Net Square Feet (NSF)

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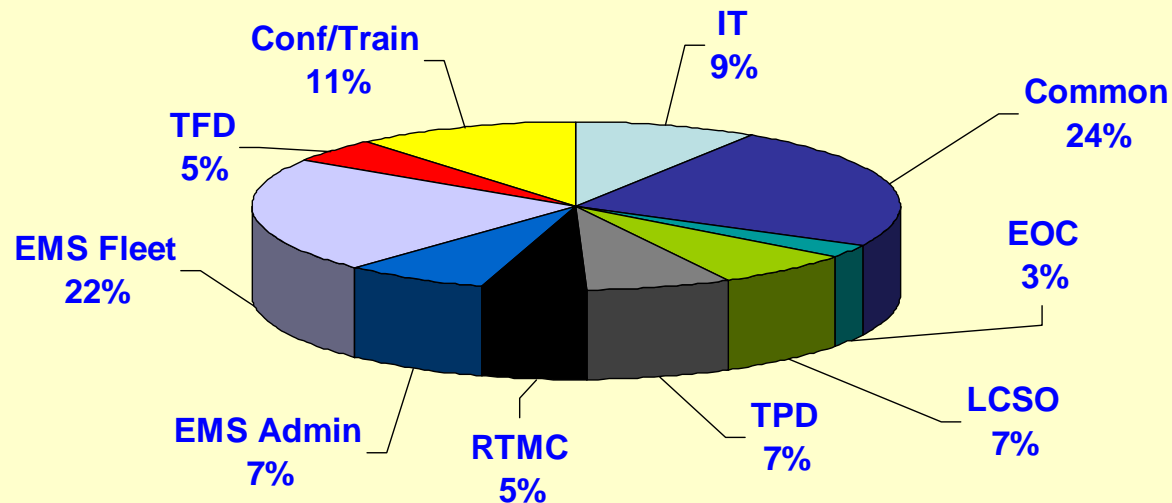
# Requirements Phase



## Calculation of Total Facility Size:

<u>Facility Component</u>	<u>NSF</u>	<u>GSF/NSF</u>	<u>GSF</u>
EOC/RTMC, etc	46,879	22.5%	57,426
EMS Fleet	14,312	15%	16,459
<b>TOTALS</b>	<b>61,191</b>		<b>73,885</b>

<u>Gross SF by User Group</u>	
IT	6,802
Common	25,649
EOC	3,178
LCSO	5,200
TPD	5,200
RTMC	3,773
EMS Admin	4,295
EMS Fleet	16,459
TFD	3,330
<b>TOTAL</b>	<b>73,885</b>





# Requirements Phase



## Requirements Document

- Provides a “Basis Of Design” that will guide the detail design effort.
- Provides information from which a parametric cost estimate of construction cost can be developed
- Supports A/E and CM procurement and contract negotiation.
- Supports program budget and schedule development



# Construction Cost Estimate



- Based on general parameters contained in the Requirements Document.
- Cost estimate accuracy is generally 15% (+/-) at this stage of the design process.
- Construction estimate is key component in establishing budget values for other project cost components

# Construction Cost Estimate



Budget Code	Description	Est. Cost
140100	Preconstruction Services	\$ 109,349
140200	Sitework	\$ 4,562,783
140300	Foundation/Structural Concrete	\$ 1,439,674
140400	Masonry	\$ 1,791,847
140500	Metals	\$ 1,392,841
140600	Carpentry	\$ 783,534
140700	Thermal & Moisture Protection	\$ 395,314
140900	Finishes	\$ 2,663,029
141300	Special Construction	\$ 33,391
141400	Conveying Systems	\$ 186,073
141500	Mechanical Systems - Plumbing	\$ 1,016,372
141550	Mechanical Systems - HVAC	\$ 3,315,277
141560	Mechanical systems - Fire Protection	\$ 371,843
141600	Electrical Systems - Power & Light	\$ 3,020,809
141650	Electrical Systems	\$ 4,137,970
141800	Construction Manager Fees	\$ 878,244
TOTAL		\$ 26,098,350

Construction cost  
estimate organized by  
Budget Code #

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# Construction Cost Estimate



*Putting it all together.....*

	NSF	%	GSF	Unit Cost	TOTAL
Leon County	23,448	22.5%	28,723	\$397.55/SF	\$14,687,296
Leon County-EMS Fleet	14,312	15.0%	16,459	\$198.59/SF	
City of Tallahassee	23,432	22.5%	28,704	\$397.55/SF	\$11,411,054
	61,191		73,885		\$26,098,350

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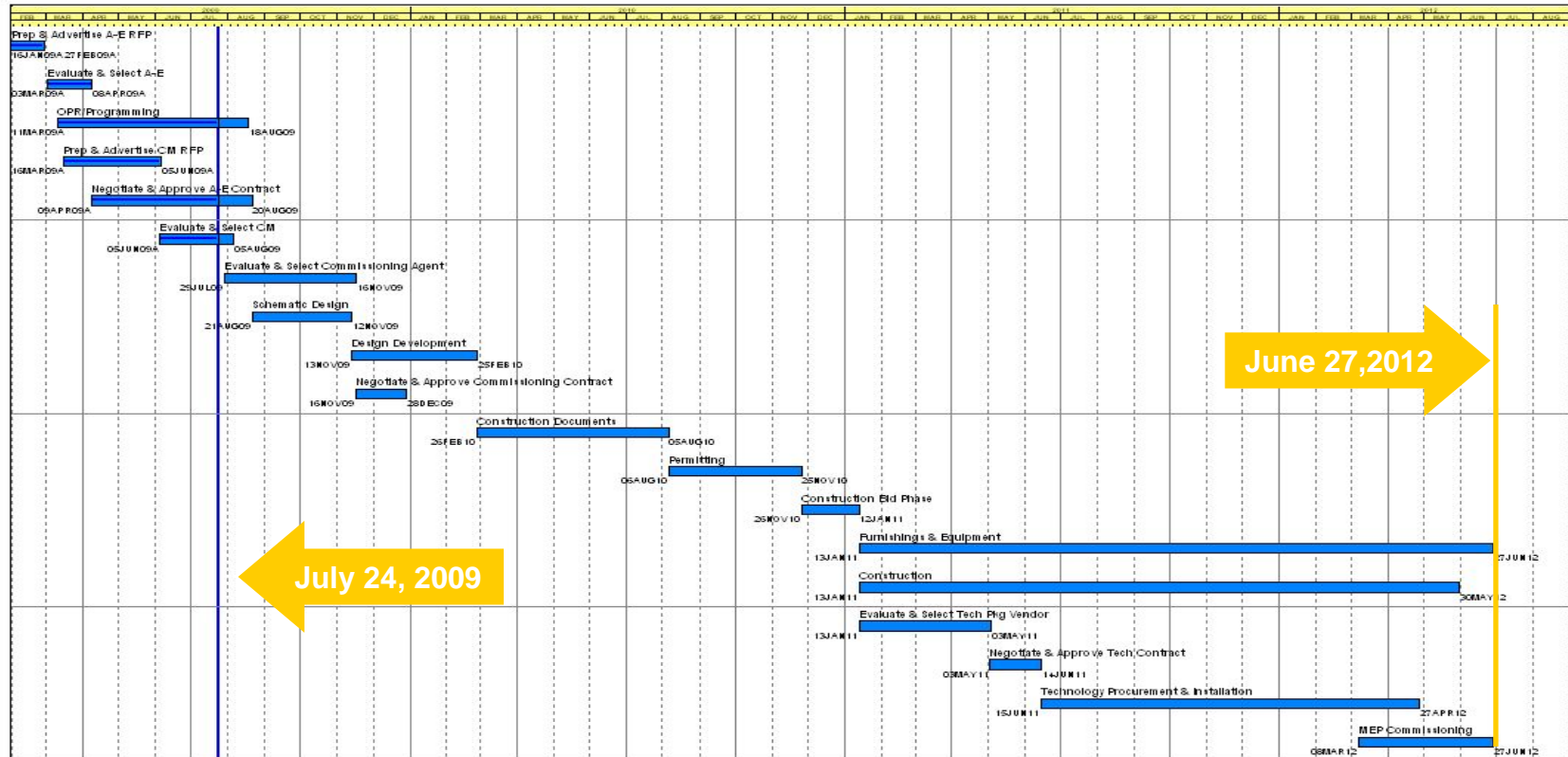
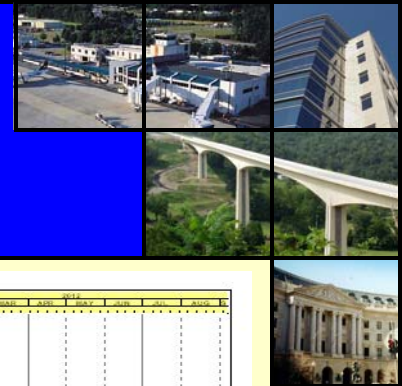
# Project Budget



Code	Category	Budget \$	Notes
110000	Project Management	\$2,087,898	Program Management + Requirements Development Services.
120000	A/E Design Services	\$1,500,000	Contract negotiations with A/E Team are ongoing.
130000	Other Soft Costs	\$2,135,660	Commissioning, IT Integration, Survey, Geotech, Testing, etc.
140000	Construction Services	\$26,098,350	Hard cost of construction plus CM preconstruction and construction fees
150000	Direct Procurements	\$9,379,500	FFE + Technology Equipment
160000	Other Program Costs	\$650,000	Permits and Fees, Training, Start-Up
170100	Escalation @ 5.5%	\$1,299,484	Escalate construction cost to mid-point of construction
170200	Contingency @ 10%	\$4,329,403	Project contingency
TOTAL		\$47,480,295	

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# Project Schedule



Start Date 01JAN09					Print Date 27JUN12					City of Tallahassee/Leon County Public Safety Center - Update #3 Master Schedule										<table><tr><th>Task</th><th>Planned</th><th>Actual</th></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>					Task	Planned	Actual																											
Task	Planned	Actual																																																				
Print Date 27JUN12																																																						
Calc Date 24JUN12																																																						
Run Date 29JUN12 10:50																																																						

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# Project Team



Leon County  
City of  
Tallahassee

Public Safety Communications  
Board  
Oversight Committee

Project Coordination Team  
Carl Morgan  
Jon Lich

Joint Technical Committee

Program Manager  
URS Corporation

Requirements Document  
URS Corporation

Architect/Engineer  
Clemons Rutherford & Assoc.

Construction Manager

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# Questions & Discussion

